



KURT P. HENKE
Fire Chief

Sacramento Metropolitan Fire District

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BOARD OF DIRECTORS – ACTION SUMMARY **Thursday, January 10, 2013 – 6:00 p.m.**

City of Rancho Cordova City Hall-Council Chambers
2729 Prospect Park Drive
Rancho Cordova, California

CALL TO ORDER

The meeting was called to order by President Kelly. Board Members present: Goold, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger. Director Clark, absent. Staff: Fire Chief Henke, Board Clerk Tilson, General Counsel Lavra.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, January 12, 2013 at 1:00 PM and Monday, January 14, 2013 at 6:00 PM on Channel 14; Webcast at www.sacmetrofire.com.

The open session meetings are also available for viewing on the District website at www.metrofire.ca.gov

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA None

CONSENT AGENDA:

- 1. Board Meeting Action Summary – December 13, 2012**
- 2. Resolution No. 2013-02 – Accepting FY 2010 Staffing for Adequate Fire and Emergency Response (SAFER) Grant**

- **Board Action:**
Goold/Jones—Approve the Consent Agenda. Roll Call: Directors Goold, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, AYE. Director Clark, absent. Motion passed.

ACTION ITEM(S):**1. Resolution No. 2013-01 – Commending James D. Newcomer—(Kelly)**

- President Kelly read the Resolution into the record stating that James Newcomer served on the Board of the Sacramento Metropolitan Fire District from January 2012 through his term of office expiring December 6, 2012. He served the District Board of Directors with the highest degree of diligence, including representation on the City of Rancho Cordova 2 x 2 Committee and the Deferred Compensation Committee.
- **Board Action:**
Goold/Scheidegger—Adopt the Resolution. Roll Call: Directors Goold, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, AYE. Director Clark, absent. Motion passed.
- The District Commendation Resolution No. 2013-01, badge plaque, and Joint Resolution No. 39 from President Pro Tempore Darrell Steinberg and Assembly Member Richard Pan of the California State Legislature honoring him on the completion of his term in office were presented to James Newcomer by President Kelly.
- On behalf of the District and the community, President Kelly thanked James Newcomer for his service on the Board.

2. Resolution No. 2013-03 – Accepting FY 2012 Assistance to Firefighters Grant (AFG) – Wellness & Fitness—(Larry Davis)

- On August 7, 2012, the Sacramento Metropolitan Fire District submitted an application to the United States Department of Homeland Security, Federal Emergency Management Agency under the federal Fiscal Year 2012 Assistance to Firefighters Grant (AFG) for the Wellness and Fitness Program.
- On December 7, 2012, the District received notification of award in the amount of \$462,846, with a District cost-sharing amount of \$92,569 (20%), for a total federal funded award of \$370,277 (80%).
- The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. This funding will be used to offset the costs of implementing a new mandatory wellness, fitness and injury prevention program for all uniformed employees district wide.
- Staff recommended adoption of the Grant Acceptance Resolution.

Board Action:

Goold/Scheidegger—Adopt the Resolution. Roll Call: Directors Goold, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, AYE. Director Clark, absent. Motion passed.

3. Resolution No. 2013-04 – Accepting FY 2012 Staffing for Adequate Fire and Emergency Response (SAFER) Grant – (Larry Davis)

- On August 10, 2012, the Sacramento Metropolitan Fire District submitted an application to the United States Department of Homeland Security, Federal Emergency Management Agency (FEMA) under the federal Fiscal Year 2012 Staffing for Adequate Fire and Emergency Response (SAFER) grant.
- On December 21, 2012, the District received notification of the award in the amount of \$5,632,152.
- SAFER Grants provide financial assistance to fund fire departments to help them increase or maintain the number of trained, “frontline” firefighters in their communities through the hiring of new firefighters and rehiring firefighters that have been laid off, retaining firefighters facing imminent layoffs, or filling positions that were vacated through attrition. This funding will be used to hire twenty-four (24) paramedic/firefighters to staff two engine companies for a two-year period.
- The federal funding awarded is \$5,632,152 with no District cost sharing.
- Staff recommended adoption of the Grant Acceptance Resolution.
- Mr. Davis presented a Federal Awards Schedule of Funding and Finding Comparison for Years Ending June 30, 2006, 2012, and 2013. In Year 2006 there were some significant issues in the audit regarding grant activities. The comparison illustrated the clean single audit finding with no issues following the implementation of a unit handling grants. He commended Marie Bernal and Erin Castleberry for their work on the grants.
- Fire Chief Henke stated staff will be bringing back a plan for location of the two engine companies possibly within the next 60-90 days in addition to mid-year discussion on the issue of short-staffing and expansion in the grants division which received a clean opinion in the audit on its operation.
- In response to Director Monk on replenishing the workforce, Fire Chief Henke stated retirements are tracked and this year around 25 or 26 recruits graduated from the Academy. In addition, there are plans to hire more recruits from another two academies scheduled for the remainder of this calendar year.
- **Board Action:**
Scheidegger/Goold—Adopt the Resolution. Roll Call: Directors Goold, Jones, Kelly, Monk, Orzalli, Pierson, Scheidegger, AYE. Director Clark, absent. Motion passed.

PRESENTATION ITEM(S)**1. Fiscal Year 2012 Audits – Financial Statements and Compliance Report--
(Rhonda McFarlane/Ingrid Sheipline-Joe Richardson)**

- Ingrid Sheipline of Richardson & Company stated the Fiscal Year 2012 Audit was presented to the Finance Committee earlier this evening.
- The following six reports were issued:
 - Audited Financial Statements with Auditors Opinion
 - Required communications letter
 - Internal control letter with findings and recommendations, including management's responses
 - Letter of resolved internal control items from past years
 - Compliance reports
 - Appropriations limit testing report
- **Timing of Audits**
 - June 2006, 07, 08 & 09 audit: Completed August 2010, opinion qualified for capital assets and inventory
 - June 2010 audit: Completed May 2011, opinion qualified for inventory
 - June 2011 audit: Completed January 2012, clean opinion
 - June 2012 audit: Completed December 2012, clean opinion
 - 7 years of audits were completed over the course of 2 ½ years
- **Audit Results and Observations**
 - Clean opinion on the financial statements
 - District established proper balances in the internal accounting system instead of relying on the County system to produce a general ledger
 - District prepared the closing entries for the first time as of June 30, 2012, previously prepared by the auditor
 - Financial statement highlights, on full accrual basis:
 - Net assets total \$30 million at June 30, 2012, with unrestricted net assets of \$49 million deficit
 - Net loss for FY 2011/12 of \$13 million
 - Most of the findings in 2011 and prior reports have been addressed
 - Recommendations:
 - 2 prior year findings still in process of correcting
 - Payroll internal controls
 - Monitoring of ambulance billings
 - 1 new finding
 - Inventory count procedures
 - Significant improvements to the internal control processes and accounting system were made
 - Federal Grant Compliance Audit
 - No compliance findings noted
 - Prior year compliance finding was resolved

- **New Pronouncement**
 - Recording liability for unfunded pension benefit obligation
 - Unfunded amount at June 30, 2011 for Safety Plan is \$173 million
 - Implementation required by June 30, 2015
- Board President Kelly, Board members, and Fire Chief Henke acknowledged Chief Financial Officer Rhonda McFarlane and all of her staff present tonight for their hard work.

2. On-Line Agenda Program—(President Kelly)

- At this time staff has not been able to quantify the direct savings to the District as a result of going paperless but looked forward to seeing that at some point in time.
- Fire Chief Henke stated he would get an estimate of the cost savings to the Board within the next couple of meetings. This is a help to staff and they will be available to answer any questions from the Board.
- Director Goold stated it would be helpful to have the ability to make notes on the pdf files and to highlight.
- Director Orzalli stated he discussed this with IT and they have a workaround that will allow the Board to do that. He suggested having further discussion on the availability of a tutorial session possibly before a Board meeting to answer questions and save a Director the necessity of coming into the District office.

Fire Chief Henke agreed and stated someone would be here for the next series of two or three meetings to help the Board with any questions.

- Board Clerk Tilson requested direction from the Board to discontinue paper copies and implement digital on-line agendas starting with the next Board meeting.

President Kelly stated the general consensus is to do away with the paper agendas. If anybody needs one, the Board Clerk could have one or two available for pickup at her office or a copy could be requested to be brought to the meeting.

- Director Goold recommended that IT have the ability to remotely log into their tablets to make any corrections or do IT work in case there are issues rather than having someone come out to pick up the iPad and return it. Possibly an application could be downloaded to accomplish this.

PRESIDENT'S REPORT—(Kelly)

- Requested Directors Orzalli and Goold check their schedules after the meeting to set an Executive Committee meeting.

FIRE CHIEF'S REPORT—(Fire Chief Henke)

- Command staff is starting to work on a Command Staff Strategic Planning Workshop for March/April; with a Board of Directors Strategic Planning Workshop in May to include a presentation by outside people on accreditation if desired.
- December 16, 2012 – California Regional Fire Academy Class 19 Graduation attended by staff
- December 18, 2012 – Attended Academy 12-2 Graduation
- December 20, 2012 – County Fire Chiefs Association Meeting
- December 20, 2012 – Received a check for over \$13,000 from Rancho Murieta in funds raised for a Lucas Device to be placed on the ambulance out there. Director Orzalli and Larry Davis were there and discussed with Rancho Murieta the potential of doing more fund raising by possibly using the golf course for a tournament. When Rusty Dupray returns from vacation, he will ask him to work with Director Orzalli and pick it up with Brenda Briggs. He thanked Rancho Murieta and a whole team of people that contributed to the Lucas Device in addition to Captain Slone and the crews that pushed this forward.
- January 2, 2013 – Single Role EMT/Paramedic Program (SRPP) Academy started
- January 9, 2013 – Attended confirmation hearing for Secretary Mark Ghilarducci at the Capitol for CalEMA. The Senate Rules Committee passed it on to the full Senate.
- January 9-10, 2013 – Sacramento Metropolitan Fire District hosted the California Metro Fire Chiefs Association Meeting – 13 of 15 Fire Chiefs attended. He was elected today as the Chairman of the Metro Fire Chiefs representing the entire 15 agencies for the State of California. At the same time, they nominated to move his name forward for the Governor's appointment to the State Board of Fire Services.

Assistant Chief Scott Clough also attended and made a presentation on the Ground Emergency Medical Transportation (GEMT). The Metro Chiefs requested a variety of the Policies and copies will be sent to all 14 agencies. Only the Fire Chiefs of Sacramento and San Francisco were unable to attend.

- January 10, 2013 – League of Cities Conference Call – Chief Clough spoke on Henke's behalf
- January 23, 2013 – Annual Awards Luncheon – Rancho Cordova City Hall – 11:00 AM – 1:00 PM

▪ **Upcoming Meetings/Events:**

Mid-Year Budget Meetings will be held with Labor in attendance during the month of January.

On-going meetings with Local 522 regarding the prefunding of retiree medical.

- January 26, 2013 – Guns & Hoses Football Game – CSUS Stadium – 1:00 PM Kick Off
- January 26, 2013 – Pioneer Mutual & Ladder – 22nd Annual Crab Feed - St. Mary's Church Hall 7:00 PM
- February 15-18, 2013 – Fill the Boot for Burns
- March 2, 2013 -- Firefighter Burn Institute Crab Feed – 6:00 PM

New Hires None

Reinstatement None

Reassignments Training Captain reassignment opportunity has been distributed to personnel.

Effective Date	Employee Name	Rank	Division
Jan 14	Barbara Law	Captain	EMS Day Staff Captain

Retirements

Effective Date	Employee Name	Rank	Yrs of Service
Dec 22	Dale Stewart	Firefighter	23 years
Dec 28	Vincent Elko	Engineer	10 years
Dec 31	Kyle Johnson	Battalion Chief	28 years
Dec 31	Monty Ernst	Battalion Chief	29 years
Dec 31	Kevin Almeida	Captain	25 years
Dec 31	Bryan Hottman	Captain	24 years
Dec 31	Raymond Stedronsky	Captain	34 years
Dec 31	Matthew Jewett	Engineer	10 years
Dec 31	Charles Ingram	Engineer	29 years
Dec 31	John Costello	Engineer	27 years
Dec 31	Daniel Alger	Engineer	27 years
Dec 31	Tim Gossen	Firefighter	21 years
Dec 31	Davis Cassacia	Firefighter	18 years
Dec 31	Sean Deane	Firefighter	22 years
Dec 31	Paul Fisher	Firefighter	24 years
Dec 31	Mark Dess	Firefighter	23 years
Dec 31	Matthew Ost	Firefighter	20 years
Jan 6	James Van Brunt	Captain	28 years

Promotions

Effective Date	Employee Name	Rank
Jan 1	Anthony Peck	Battalion Chief
Jan 1	Larry Savage	Battalion Chief
Jan 1	Eric Kellenberger	Captain
Jan 1	Shawn Daly	Captain
Jan 1	Steven Salvestrin	Captain
Jan 1	Christopher Vestal	Captain

- 2013 Fire Captain and Fire Engineer Promotional Examination announcements have been distributed to personnel.

Recruitment

None

Employee of the Year 2012

On behalf of the Employee of the Year selection committee, following are the individuals selected for Employee of the Year 2012 – line, reserve, and support staff.

Captain Kevin Snider – Suppression recipient

Secretary Julie Cole – Support recipient

Reserve Firefighter Robert Driver – Reserve recipient

The following personnel received nominations for Employee of the Year and will receive Peer Recognition Awards:

Captain Adam House

Captain Tom Neville

Captain Mike Slone

Firefighter Kyle Thomas

Office Technician Matt Davies

Staffing Specialist Charlene Cockrum

OPERATIONS REPORT –Deputy Chief Chris Holbrook**EMS –**

For the first time, Metro Fire has reached a plateau of running over 80,000 calls in Sacramento County for the year.

Statistics since the last Board meeting:

- Metro Fire – 3,779 dispatches; transported 74% of the time
- AMR – 1,223 dispatches; transported 73% of the time

Fire Incidents –

- 27 working structure fires since the last meeting.
- As previously reported, the arsonist that was apprehended in Carmichael last fall was sentenced to 4 years in state prison.

Director Pierson inquired if there is a way to quantify the amount of fire damage and the amount of property saved to show the citizens the benefit of their tax dollars.

Deputy Chief Holbrook stated the District exceeds all agencies within the region relative to news coverage and every single press release addresses not only the loss but also the save. The citizens of this community need to recognize that our men and women put themselves at risk every day to save way more than we ever lose.

Leadership Initiative for Metro Fire –

Met again today and finalized both their problem statement and purpose in moving forward. It is a crack team of individuals and he was honored that Director Scheidegger agreed to sit with that committee. The team is in place to provide a consistent culture based upon a commitment to the District's core values and a unified vision to improve the performance, enhance partnerships, and exceed community expectations. He looked forward to working with the team and reporting the progress to the Board.

GENERAL COUNSEL'S REPORT—(John Lavra)**LOCAL 522 REPORT: Captain Ty Bailey**

- Recognized Chuck Ingram and Jeff Hickman who previously served as Local 522 Executive Board members for the last ten years for their time and commitment not only for the Local but to Metro Fire.
- Announced two new Executive Board members as of January, 2013:
John Barsdale
Captain Mike McGoldrick

COMMITTEE AND DELEGATE REPORTS:**Executive Committee—(President Jones)**

- Next Meeting: A date will be finalized after this meeting.
At that time, Committee appointments will be finalized and things will stay somewhat the same.

Communications Center—(DC Cockrum)

- Next Meeting: January 29, 2013 – 9:00 AM
Cosumnes CSD Board Chambers
8820 Elk Grove Boulevard
Elk Grove, CA

California Fire & Rescue Training Authority—(Kelly)

- Next Meeting: February 27, 2013 – 10:00 AM
Location: California Emergency Management Agency, Media Room
3650 Schriever Avenue, Mather CA

Finance Committee—(Monk)

- An update on the annual audit was presented this evening – looks good.
- Next Meeting: February 14, 2013 – 5:00 PM

Policy Committee—(Orzalli)

- No scheduled meeting. It is done on an ad hoc basis as issues come up.

BOARD MEMBER QUESTIONS AND COMMENTS:**Board Members:**

- Congratulated all the retirees for their hard work and dedication to the District.
- Congratulated the individuals being promoted.
- Congratulated Fire Chief Henke on his appointment as Chairman of the Metro Fire Chiefs and consideration for appointment to the Governor's State Board of Fire Services.
- Thanked Jim Newcomer for his service on the Board and to the community.
- Thanked Larry Davis and staff for their work on the grants.

Monk:

- Congratulated the Board for their commitment to the District and filling in their roles on the different committees. Appreciates all their support and cooperation through the years.

Pierson:

- Expressed concern with the unfunded liabilities in the audit report. It is important to educate the public on what this number represents and to show how it is funded in our budget. We have that on our radar and it is being addressed.
- The two engine companies are funded by a two-year grant and the District does not have extra money. This is a Federal grant and this message should be conveyed to the public.

Jones:

- Read into the record a letter she received from the Rosemont Community thanking the District for providing the Santa truck. Thanked Chief Iverson and his group for that.
- Looking forward to next week working with President Kelly on the Division 4 appointment with some of the County Board of Supervisors. Hopefully by next week we will have some resolution to our Board vacancy.
- Requested a moment of silence and close the meeting in memory of retired Captain Gilroy Mashburn from Sacramento City Fire who was laid to rest today.

Orzalli:

- Thanked Jim Newcomer for his service and stated he has agreed to come on board with the Sacramento Metro Public Safety Foundation. Expressed his appreciation and looked forward to working with him.
- There is a follow-on meeting at Rancho Murieta on January 15 to discuss the on-going partnership. He and Larry Davis have been working on putting a group together to go out and further that looking for a golf tournament some time in the June/July timeframe.

Scheidegger:

- Tonight we accepted two grants and he appreciated the ongoing work that it takes in these difficult revenue times.
- The clean findings on the audit and the fact it came in early this year reflect the fine work of Rhonda McFarlane and her staff and how this department is run.

Goold:

- Wished Captain Kevin Snyder and his family the best as he goes through a very difficult time and publicly thanked him. Our thoughts and prayers are with Kevin who has on countless times turned lives around with his expertise. In the coming days it will be our turn to do that for Kevin.

Kelly:

- It's important to take care of the grants engine and see that it is running well and lasting a long time for this District.
- As mentioned by Director Jones, they will be meeting with the County – Nav Gill, Supervisor Nottoli, and Supervisor Yee regarding the appointment of a director for Division 4.

CLOSED SESSION 6:37 PM**RECONVENE TO OPEN SESSION 7:05 PM**

[Taken Out of Order]

Report by General Counsel Lavra:

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to California Government Code Section 54956.9(a) – Six (6) matters of Workers' Compensation Settlement Authority

A. Harry Freedland and the Sacramento Metropolitan Fire District
Claim # SMDE- 547538 – Attorney Colin Connor

The Board voted 7–0, with Director Clark absent, to give settlement authority to the District's Third Party Administrator to settle the claim.

B. Barry Flores and the Sacramento Metropolitan Fire District
Claim # SMDG - 544210 – Deputy Chief Wells

The Board voted 7–0, with Director Clark absent, to give settlement authority to the District's Third Party Administrator to settle the claim.

C. Mark Gossett and the Sacramento Metropolitan Fire District
Claim # SMDG - 542778 – Deputy Chief Wells

The Board voted 7–0, with Director Clark absent, to give settlement authority to the District's Third Party Administrator to settle the claim.

- D. Steve Cantelme and the Sacramento Metropolitan Fire District
Claim # SMDG- 537932 – Deputy Chief Wells

The Board voted 7–0, with Director Clark absent, to give settlement authority to the District's Third Party Administrator to settle the claim.

- E. Robert Bruce and the Sacramento Metropolitan Fire District
Claim # SMDH - 547718 – Deputy Chief Wells

The Board voted 7–0, with Director Clark absent, to give settlement authority to the District's Third Party Administrator to settle the claim.

- F. Barbara Law and the Sacramento Metropolitan Fire District
Claim # SMDG – 539394 – Deputy Chief Wells

The Board voted 7–0, with Director Clark absent, to give settlement authority to the District's Third Party Administrator to settle the claim.

ADJOURNMENT –The meeting was adjourned at 8:05 p.m. with a moment of silence in memory of Captain Gilroy Mashburn.

Matt Kelly, President

Grant B. Goold, Secretary

Charlotte Tilson, Clerk of the Board